

*Base File:*  
*O/L*  
*(Mail & Courier Survey)*

### Mail Processing

The Manpower Task Force, the Executive Director and other top level officials have expressed interest in improving the flow of mail and reducing the cost of handling it. It has been felt by some individuals that there are excessive registries and unnecessary forms, logging and other control procedures which delay the movement of mail and add to the expense of handling it.

To determine where and to what extent mail processing can be improved it is necessary to know in some detail what the actual facts are at all echelons of the Agency that handle mail. The attached questionnaire is designed to elicit these facts. Please have them completed for all of your components at the lowest echelon that has mail control activities and returned by \_\_\_\_\_ December 1962.